

## **TKU Regulations on Unpaid Parental Leave for Faculty and Staff**

TKU Regulation No. 1010011089 (12/11/2012)

### **Article 1**

This set of regulations was formulated to balance the needs of parents to care for their children with the necessity of maintaining high-quality instruction and efficient administration at TKU, and to facilitate the implementation of the Gender Employment Equality Act.

### **Article 2**

All TKU full-time faculty and staff members are eligible to apply for unpaid parental leave in accordance with these regulations.

### **Article 3**

After working at TKU for at least one year, faculty and staff are allowed to apply for unpaid parental leave to care for children under the age of three. The duration of this unpaid leave must not exceed two years. If the employee has more than one child under the age of three years old, the duration of leave allotted to them for each child may be combined, but the total must not exceed two years. While caring for a child, the maximum number of times that a faculty or staff member may apply for leave is twice.

### **Article 4**

The duration of parental leave is calculated in semesters, and each period of parental leave must be no shorter than six months. However, this does not apply to those who are unable to take leave for six months or who for a specific reason receive approval from TKU to go on leave for less than six months.

Such people must submit an application for leave at least three months prior to the scheduled date for the commencement of leave. Staff members' application for parental leave must be officially stamped by their office of employment and then submitted to the TKU President for approval. Faculty members, on the other hand, must apply for parental leave in accordance with faculty review procedures.

### **Article 5**

If several people from the same department / office apply for parental leave at the same time, the department / office chair or the Faculty Review Committee may – after

taking into consideration the applicant's needs and the need to maintain the level of quality of instruction or handle administrative affairs – discuss with the applicant possible adjustments to the time at which the leave is taken, and make consequent changes to the start and finish date of the period of leave.

#### **Article 6**

Unless stated otherwise in a separate set of regulations, those on unpaid parental leave must return to their position on the day after the period of leave ends. However, before the period of leave ends, if the factor that initially prompted them to take leave is no longer applicable, they must immediately return to their position.

Three months before the period of leave ends, the Office of Human Resources should send the faculty / staff member a notice informing them that the period of unpaid parental leave is almost over. The recipient of the notice must subsequently (some time in the final two months of the period of leave) apply with the Office of Human Resources to return to their position. Those who do not return to work when the period of leave ends will be viewed as having resigned – unless they have a legitimate reason for being unable to make the application and return to work on time.

#### **Article 7**

Faculty and staff on unpaid parental leave may apply to return to their position earlier than scheduled. Faculty members applying to do so must keep in mind semester dates and apply at least two months before the start of the semester. Staff members who wish to return to work earlier than planned must lodge an application to do so at least two months prior to the date that they were scheduled to return to work.

#### **Article 8**

While on unpaid parental leave, faculty and staff are not permitted to undertake further degree studies and must not take any other full-time or part-time employment positions. Those who violate this rule will be relieved of employment or of their employment duties.

#### **Article 9**

When returning to work, the faculty or staff member must return to their original position or a position of equivalent level. The work content for staff members returning to work must be assigned by the office manager.

#### **Article 10**

During unpaid parental leave, all matters to do with the marking of examinations, salary, holidays, retirement, pension benefits, severance pay, insurance, and any other benefits, etc., must be handled in accordance with related laws and regulations.

**Article 11**

While faculty members are on unpaid parental leave, their courses must be taken over by a substitute teacher. The academic department must not hire extra full-time teachers to compensate.

**Article 12**

Faculty and staff members on unpaid parental leave must contact their department or office at least once every three months in order to fully understand the current situation at their department / office and thus allow them to better prepare for their return to work.

**Article 13**

If a married couple, in which the husband and wife are both TKU faculty or staff members, wishes to apply for unpaid parental leave, they may do so, but not at the same time, and their collective duration for parental leave must not exceed two years.

**Article 14**

This set of regulations will take effect on the date of its publication after being passed in a TKU Administrative Conference. The same applies to any later amendments made.